

Job Description and Person Specification

Job Title – Lecturer in MA Interior and Spatial Design (online mode)

| Job Description | |
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| College/Service Camberwell College of Arts | Location Camberwell, London |
| Contract Length Permanent | Hours per week/FTE 37h / 1.0 FTE |
| Accountable to Course Leader, MA Interior and Spatial Design | Weeks per year 52 |
| Salary £39,275 - £47,120 pa | Grade 5 |
| Purpose of role <p>As the new Lecturer in MA Interior and Spatial Design your time is divided between Course Development of the new Online Course Model (0.6FTE) and teaching on the existing Onsite Course Model (0.4FTE). As Lecturer in MA Interior and Spatial Design you will be responsible for teaching, curriculum development, and on-going scholarship on the MA Interior and Spatial Design working closely with the Course Leader. This course is part of the Material and Spatial Practices Programme at Camberwell Chelsea and Wimbledon. The post-holder will work collaboratively within a Course and Programme team, deploying specialist expertise to develop the subject in innovative and critical directions through teaching, collaboration, and scholarly design practice for this Course that has a high international reputation established over the last 25 years, recently commended by Dezeen (31.03.2022) as one of the top postgraduate Architecture and Design Courses to study in UK.</p> | |

Job Description

Purpose of role

The post-holder will be expected to undertake –

- Responsibility for postgraduate students' pastoral support, progress and attendance, recruitment and maintaining records and liaising with colleagues as appropriate.
- Pedagogic and curriculum development that stimulate thought and practice that advances the canon of with Interior and Spatial Design promoting diversity and inclusivity.
- Expand the capacity of the course design to meet the need to develop the vision and strategic thinking of the unit content, shaping the design, development and future of the MA ISD curriculum and taking a key role in the course team. The post holder will build on the international reputation of the course and enhance professional, academic and research partnerships to ensure that the course continues to anticipate the changing parameters of Interior and Spatial Design.
- Academic leadership of course units, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum, and day to day management of the units, including all areas of learning, teaching and assessment of students as well as resources allocated.

The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.

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Duties and Responsibilities

Teaching:

- To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.
- To stay abreast of research and other developments in Interior and Spatial Design and its associated practice and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.
- To extend the level of subject expertise and critical understanding on the Course to keep the curriculum at the forefront of **critical creative** practice and relevant to a diverse and international range of students.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- To lead the organisation of assessment ensuring the rigour and parity of the process.
- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.
- In discussion with and with support from Course leader undertake leadership of course units and projects in own area of specialism.
- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
 - Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)
 - Student progression
 - Student recruitment
 - Student induction
 - Learning support
 - Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)
 - Produce reports and management information as required

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Professional

- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to the subject of Interior and Spatial Design and its associated practices.
- To maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects
- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- To participate in the engagement of students in feedback processes, and in consultation with the course team and course leader, respond to the issues raised through this engagement.
- In consultation with the Course Leader, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental, and commercial) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant interior, sustainability and technological developments for the benefit of the course, colleagues, and students.

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Quality, Management and Enhancement

- Familiar with debates and research relating to equality diversity and inclusion and awarding gaps within the HE Sector.
- To contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- To lead curriculum design developments in the context of revalidation, in consultation with the course leader, to further strategic objectives at course and college level.
- To contribute to the monitoring of the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.
- To be a member of the Course Committee of the Course and of such other committees, including other course committees and examination boards, as the Dean of School or Head of College require.

Entrepreneurship and Enterprise

- Promote a culture of enterprise within the Programme and amongst the student and staff community.
- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work

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Policy, promoting equality, diversity and inclusion in your work.

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- Students
- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Administrative Team
- Technical Staff
- Programme Director
- Associate Deans
- Student and Academic Support
- Language Centre
- Counselling Service

Specific Management Responsibilities

Course Budgets –

Assist Course Leader by monitoring expenditure across following budget areas -

- Associate Lecturer/Visiting Practitioner budget, in association with the Programme Director
- Consumable budget

Course Staff –

- Associate Lecturers / Visiting Practitioners

Other (e.g., accommodation, equipment) -

To ensure appropriate staff are taking action where following are in need of repair or maintenance –

- Academic office(s) and associated equipment, fixtures, and fittings
- Studio(s) and associated equipment, fixtures, and fittings

Signed Adrian Friend

Date of last review 19 May 2022

HERA Ref: SICOM Acad 5

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Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

| Person Specification | | |
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| Means of Testing - A=application I=interview T=selection task | | |
| Specialist Knowledge/Qualifications | Postgraduate degree in Interior Design, or an associated subject. | A |
| | Higher degree (PhD) in Interior Design, or an associated subject (Desirable) . | A |
| | Teaching qualification (PG Cert or equivalent) (Desirable) . | A |
| Teaching | Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract). | A |

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| Person Specification | | |
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| | <p>Applies an inquiring, innovative and reflexive approach to teaching.</p> <p>Considers equality, diversity and inclusivity in all aspects of teaching and assessment.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p> | <p>TI</p> <p>IA</p> <p>IA</p> |
| <p>Leadership, Management and Teamwork</p> | <p>Collaborates and works effectively within team and across different professional groups.</p> <p>Works effectively and respectfully with a wide range of people.</p> <p>Fosters inclusive and constructive team work and problem-solving.</p> <p>Management in an Higher Education environment including the maintenance and enhancement of standards. (desirable)</p> | <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> |
| <p>Research, Knowledge Exchange and Professional Practice</p> | <p>Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of the subject and is relevant to the goals of the Programme, College and University.</p> <p>Evidence of using contacts within subject peer group to develop partnerships or collaboration.</p> | <p>IA</p> <p>IA</p> |

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| | Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector. | IA |
| | Industry / professional experience of leading projects with partners and diverse participants. | IA |
| Planning and Managing Resources | Plans, prioritises and manages resources effectively to achieve objectives. | IA |